

Meeting Minutes  
**Accredited Standards Committee (ASC) C63<sup>®</sup>**  
**Electromagnetic Compatibility**  
**SUBCOMMITTEE 2 – E3 Terminology Definitions and EMC Best Practices**  
**Tuesday, 09 March 2021, 1300, to 1430**  
**ANSI C63<sup>®</sup> WebEx**

1. **Call to Order.** Mr. Marcus Shellman, SC2 Chairman, called the meeting to order.
  - 1.1. **Opening Remarks:** He welcomed everyone to the 1<sup>st</sup> SC2 meeting of 2021.
  - 1.2. **Meeting Logistics Announcements:** He addressed meeting arrangements and for the WebEx.
  - 1.3. **Acknowledgement:** Mr. Shellman took the opportunity at this time to honor the life and contributions to the C63<sup>®</sup> of Mr. Don Heirman, who passed away on the 30th of October 2020. In acknowledging his storied career in EMC, he spoke on a personal level about Don’s engagement with SC2 and those traits that made him such a joy to work with. He asked for a moment of silence in his honor. He noted Dan Hoolihan’s announcement of availability of a streaming video of Don’s services held at Arlington National Cemetery, the link to which should have been sent to all C63<sup>®</sup> members. He urged all who have not done so to view it.
  - 1.4. **Introductions:** The secretary conducted the roll call to record SC2 membership attendance and determine the establishment of a quorum. The meeting attendee list appears in Attachment 1.
  - 1.5. **Quorum:** Based on the number of SC2 member attendees, the Chairman determined that a quorum had been met.
2. **Review and Adoption of the Agenda.** Mr. Shellman called for a review of the agenda, highlighting key areas of significance for the meeting. He noted the addition of an agenda item under, “New Business,” where he requested that Dan Hoolihan inform the SC about the status of C63<sup>®</sup> affiliation changes with the IEEE and how these may impact accreditation and procedures going forward. A motion to approve the agenda was passed by voice vote. The approved agenda will be provided to Jerry Ramie. (See Action Item 20210309 -1)

- 2.1. **Approval of the Previous Minutes:** Mr. Shellman displayed minutes of the SC2 meeting held on 08 December 2020 via WebEx. The minutes were approved as written via voice vote.
- 2.2. **Review of the Patent Slides:** The Chairman presented the C63<sup>®</sup> Patent Policy slides and polled attendees with respect to knowledge of patent related issues. There were no affirmations of patent issues or objections to the patent policy.
3. **Review of Subcommittee Membership.**
  - 3.1. **Membership.** Mr. Shellman displayed the SC2 membership as it appears on the Member Attendance Log which highlights member participation. Mr. Harry Hodes informed the group of his intention to re-join C63<sup>®</sup> as an individual member and continue participation with SC2. His application is forthcoming.
  - 3.2. **Members at Risk.** Mr. Shellman discussed member attendance, noting that membership for subcommittee chairs cannot be at risk. Representation by a surrogate is encouraged for those who cannot attend. Zhong Chen, SC1 is represented by Janet O'Neil. No SC2 members were found to be at risk.
  - 3.3. **Consideration of new members.** The Chairman stated that no new applications for membership have been received. No new members have been added to the SC2 membership at this time.
4. **Display of Scope and Duties.** The Chairman displayed the SC2 Scope and Duties which were approved at the 24 June 2020 meeting. Noting that this is the first meeting of the new year, the SC2 Scope, Duties and Membership need to be approved at this time. Mr. Hodes made an inquiry as to whether the Scope could be expanded such that the phrase "...harmonizing the use of E3 terms with US military and international standardization bodies..." could be expanded to include US Federal Government agencies, a change under which NASA might be induced to participate in C63<sup>®</sup> as a member. Mr. Shellman took an action to take up the matter for further discussion. A motion to approve the SC2 Scope, Duties and Membership was passed by voice vote. (See Action Items 20210309 -2, and 3)
  - 4.1 **Election of Officers.** Mr. Shellman noted that the current SC2 officers were reaffirmed for another three-year term at the December 2020 SC2 meeting. Accordingly, Marcus Shellman remains Chairman of SC2, Chris Dilay remains Vice-Chair, and Michael Duncanson remains SC2 Secretary. No actions are needed at this time.
5. **SC2 Status, Working Group Reports and C63<sup>®</sup> Standards Projects.**

5.1. **Working Group 1 Report.** Mr. Duncanson provided an update of WG1 activities since the last meeting, specifically ballot activities for draft ANSI C63.14-20XX. He reported that as a result of Dan Hoolihan's inquiry to remaining IEEE MEC review issues, the IEEE Copyright team met on 11 February to discuss provided copyright releases and returned with questions on the releases obtained from IEC, SAE and ETSI. He stated those questions were promptly responded to, but to date WG1 is still awaiting approval to continue balloting. He noted that additional inquiries to Jennifer Santulli have not identified any additional needed information. He projected a mid-June publishing date based on IEEE requirements for completion of the balloting process.

Mr. Duncanson proceeded to provide the status of SC2 Pre-Ballot coordination with other subcommittees on the terms and definitions in their draft standards. He reported that SC2 is currently behind in its coordination duties and definitions reviews that were initiated prior to the last meeting are still underway. He noted that draft ANSI C63.27 terms and definitions are still being reviewed with hopes to complete within the next couple of weeks. Additionally, coordination remains underway with SC5 on draft C63.24. In discussing .24 he noted a dilemma with the terms, "in situ immunity testing," and, "on site immunity testing," deemed appropriate in the initial review of .24 definitions, but without benefit of the context in how they are used in the actual standard. Upon this second review of the actual draft, it was noted that these terms are only present in the Overview of the document. He recommended the subcommittee take up the discussion and weigh the relevance of the terms and whether they are appropriate considering the nature of most on-site and in-situ testing. He also noted that Ed Hare had raised reservations about these definitions at previous meetings. Bob Delisi requested a copy of the terms and definitions in question, stating they may have an impact on draft ANSI C63.31. (See Action Item 20210309 -4)

In other coordination activity Mr. Duncanson noted indications from Randy Long that SC6 would soon be submitting definitions for draft C63.8. He concluded the report summarizing the .14 issues, noting the projected publication of .14 is moved to the Mid-June timeframe.

5.2. **Working Group 2 Report.** Mr. Dilay provided a status update for WG2 activities regarding draft ANSI C63.28-20XX," Best Practice Methodologies, Processes, and Procedures for Electromagnetic Compatibility (EMC)." He displayed the "Title," "Scope," and "Purpose," noting that these have not changed with the current version of the draft. He showed the WG2 membership as it appears on the C63® website and noted changes to the roster. New members Ross Carlton, ETS Lindgren and Brian Blackwelder, EMC Analytical Services were added to the

membership. Mr. Frank Coleman, Amentum Services Inc. was removed, as he is no longer an active member.

Mr. Dilay went on to provide the status of draft C63.28, noting that several WebEx meetings have been held since the last SC2 meeting, the most recent having been held on 02 March. The next meeting is scheduled for 07 April. He stated that the document is still in the draft development phase, making steady progress. The current revision of the document, version 1.42 is currently undergoing CRM review, originally scheduled to be completed by 2 March, but was extended as more time was needed by some members to complete the review. He recognized, noting that the WG has been heavily DoD represented, significant contributions by Karen Burnham and Ross Carlton with their participation representing the commercial sector. Their perspective along with their development of good commercial examples has made a significant contribution to the effort.

He stated the document currently consists of 11 clauses, 10 in progress with initial drafts, and 1 that still requires an initial draft or significant input prior to inclusion. He displayed the table of contents of the standard and addressed the areas in the draft where assistance is still needed, focusing on the sections addressing, "Test Instrumentation," where he noted we have an introduction, but much content needed to complete the section. He discussed the Annexes, stating that Annex A addresses the published C63<sup>®</sup> standards. Annex B addresses the SC3 C63<sup>®</sup> International Standards Comparison Study, which is updated with the latest comparison studies as they become available, provided by Ross Carlton. Annex C addresses medical device immunity, classes of devices and procedures for incident reporting. He stated that an Annex D was created to move sample EMI problems from the body of the document, from clause 4 into this annex. He noted he plans to reach out specifically to SC1, SC5 and SC6 members for assistance in developing the "Test Instrumentation" section and plans to separate the section into emissions and immunity.

Mr. Dilay provided a general conclusion reiterating the status of the draft and the need for volunteers to assist in the development of several sections.

### 5.3 **C63<sup>®</sup> Subcommittees & EMC Standards Projects.**

The Chairman showed displayed the active status of C63<sup>®</sup> standards projects as maintained on the SC2 Agenda and inquired of the group to identify any needed updates. Mr. Hoolihan reported that SC1 voted at their meeting to stop supporting ANSI C63.22, "American National Standard Guide for Automated Electromagnetic Interference Measurements," so it should be removed from the list. He also reported, however, that draft C63.25.2, "Validation Methods for Radiated Emission Test Sites,

30 MHz to 1 GHz,” and draft C63.25.3, “Validation Methods for Radiated Emission Test Sites, 18-40 GHz,” should be added to the SC1 projects. He noted the SC8 list should be updated with the addition of draft C63.32,” American National Standard for Evaluating Immunity of Portable Electronic Medical Devices to Electronic Article Surveillance (EAS) Systems and Metal Detectors.” (See Action Item 20210309 -5)

6. **Other Old Business.**

6.1 **Written Reports** – Mr. Hoolihan stated in response to a question from Mr. Shellman, that written reports to the main committee have become an annual responsibility. Mr. Shellman stated that the SC2 report will be provided after the Fall meeting.

6.2 **Coordination with SC2 for definitions** - Mr. Shellman took the opportunity to commend the SCs for their cooperation with the requirement and timely actions for coordination of their definitions.

6.3 **Coordination with SC3 for Harmonization** – Mr. Shellman noted he attended the last SC3 meeting and has obtained the latest batch of SC3 comparison reports from Ross Carlton and Jerry Ramie. He noted he still needed to forward those to Chris Dilay for inclusion in the upcoming draft of C63.28. (See Action Item 20210309 -6)

7. **New Business.** At Mr. Shellman’s request, Mr. Hoolihan brought the subcommittee up to date on recent activities surrounding C63<sup>®</sup>, it’s affiliation with ANSI and the IEEE, and any expected changes to the standards accreditation process. Mr. Hoolihan noted that the process has been going on for over a year, that C63<sup>®</sup> was notified by ANSI that the terminology, “ANSI Accredited Standards Committee (ASC) C63<sup>®</sup>,” would no longer be valid after December 2020. He stated that in response, US EMC Standards Corp. has become an ANSI accredited standards developer, effective 01 January 2021. He noted that ANSI has some 230 additional accredited standards developers and that the standards approval process as administered by ANSI will not change. The Project Initiation Notification System (PINS) development process and Board of Standards Review (BSR) 8 and BSR 9 balloting processes will continue as they have been. Further, the IEEE will still approve, edit, publish, and sell C63<sup>®</sup> standards. Jennifer Santulli will continue to be IEEE Secretariat to support C63<sup>®</sup> publications. He provided some historical perspective on the relationship between ANSI and IEEE and addressed the question of what C63<sup>®</sup> will be known as going forward, noting it has always been an ANSI committee. He stated that “ANSI / USEMCSC,” had been initially proposed but rejected. The effort to arrive at the appropriate name change to propose to IEEE and ANSI is ongoing and will be revisited on 18 March at the next Steering Committee meeting. He recommended in the interim that to be legal, “ASC C63<sup>®</sup>,” be used without the “ANSI” prefix.

In other new business Mr. Shellman inquired of Mr. Hoolihan any knowledge of materials that chronical the development of C63<sup>®</sup> standards from a historical perspective. He went on to explain the need for such information in connection with the preparation of draft C63.28, noting that efforts to obtain such information, including from the IEEE Secretariat, have not been successful. Mr. Hoolihan responded that no reference currently exists and coincidently he plans to step-down from his position at the end of this year and pursue drafting of a history of the C63<sup>®</sup>. He stated that ANSI has not done a good job of keeping a historical record of standards developments. He noted the IEEE does have a historical committee and they do a good job of keeping track of the IEEE EMC Society and other societies of the IEEE. He expressed the need for study of the vast amount of information resident in the records maintained by Dr. Ralph Showers and Don Heirman at their homes. He stated that Dr. Shower's records are currently at a museum. Art Wall, member Emeritus, is executor of Don Heirman's estate and is making decisions about donations of Don's materials to Purdue University, the IEEE History Center, or to the C63<sup>®</sup>. He noted that Don did not get involved with IEEE until 1974, and it is the period between 1934 and 1974 that needs to be the focus of study. The massive number of materials at his house should provide a lot of the desired information. Mr. Hodes recommended that the introductions to many of the C63<sup>®</sup> standards contain historical information that should be of value. Mr. Hoolihan countered though that many of those histories are inaccurate and would need verification. The Chairman thanked Mr. Hoolihan for the information and requested that any related knowledge that becomes available be passed to SC2.

8. **C63<sup>®</sup> SC2 Website Status.** Mr. Dilay reported that unfortunately he has been unable to access the computer to get to the SC2 member website and update the files. He does have all the files and will implement the updates as soon as he has access.

9. **Action Item Review.**

- 9.1. **Newly assigned actions appear below:**

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
20210309-1	Provide Jerry Ramie with the approved SC2 agenda from today's meeting.	Mr. Shellman		ASAP	
20210309-2	Provide Jerry Ramie with the SC2 Scope, Duties and Membership approved at today's meeting.	Mr. Shellman		ASAP	
20210309-3	Take up for discussion with SC2 potential expansion of the SC2 Scope, to include US Federal Government agencies.	Mr. Shellman		ASAP	
20210309-4	Provide Bob Delisi with the proposed C63.24 definitions for, "in situ immunity testing," and, "on site immunity testing,"	Mr. Duncanson		ASAP	

20210309-5	Update section 5.3 of the SC2 agenda to: Remove C63.22; add C63.25.3 to SC1; and add C63.32 to SC8.	Mr. Duncanson		ASAP	
20210309-6	Forward latest SC3 standards comparison reports to Chris Dilay for incorporation to draft C63.28.	Mr. Shellman		ASAP	

9.2. **Action Items from the previous meeting appear below:**

<b>AI #</b>	<b><u>ACTION ITEM</u></b>	<b><u>Disposition</u></b>
20191119-5	Mr. Dilay to reach out to Rohde & Schwarz ANSI C63® members for assistance in development of the C63.28 clause addressing “test instrumentation.”	<b>CLOSED</b>
20200624-4	Mr. Duncanson to explore the placement of all IEEE / C63® definitions preparation criteria on the C63® website with the standards development support materials.	<b>OPEN</b>
20200929-3	Mr. Dilay to follow-up with Jerry Ramie about updates previously submitted for the update of the WG1 and WG2 areas of the C63® Website; Harry Hodes to be added to WG1 and WG2 membership rosters, Don Heirman to be removed from WG2.	<b>CLOSED</b>
20200929-4	Mr. Duncanson to reach out to Lisa Perry, the IEEE Editor to determine the ballot status of C63.14.	<b>CLOSED</b>
20200929-5	Mr. Dilay to reach out to SC8 to determine if C63.32 is a development project that should be listed in section 5.3 of the SC2 agenda.	<b>CLOSED</b>
20200929-6	Mr. Duncanson to reach out to Jerry Ramie to determine update status of the status of C63 standards page on the C63 Website.	<b>OPEN</b>
20201208-1	Mr. Shellman to provide Jerry Ramie with the approved SC2 agenda from today’s meeting.	<b>CLOSED</b>
20201208-2	Mr. Shellman to provide Jerry Ramie with SC2 membership list changes to reinstate Stephen Berger as chair of SC8; add Ross Carlton, ETS Lindgren as Chair of SC3; and correct Randy Long’s affiliation to be,” ANSI National Accreditation Board.”	<b>CLOSED</b>
20201208-3	Mr. Shellman to provide notification to Zhong Chen, SC1 about the at-risk status of his SC2 membership.	<b>CLOSED</b>
20201208-4	Mr. Shellman to follow-up with Dan Hoolihan, Mike Duncanson, and the IEEE Editor on .14 ballot issues arising from recently required IEEE copyright release language.	<b>CLOSED</b>

9.3. **C63® Newsletter Input.** Preparation of the newsletter input is pending outcome of the October Steering Committee meeting. Input will be provided to Mr. Hoolihan assuming the decision to publish by the end of the year.

10. **Time and place of next meeting.** The next SC2 meeting is scheduled for 08 June 2021 to be held via WebEx.

11. **Adjournment.** The SC2 meeting was successfully completed as scheduled. The chairman adjourned the meeting at 1400.

**Attachment 1**

**SC2 Meeting Attendance List (09 March 2021)  
ANSI C63<sup>®</sup> WebEx**

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL</b>
Marcus Shellman	Chair, SC2	<a href="mailto:marcus.shellman.civ@mail.mil">marcus.shellman.civ@mail.mil</a>
Chris Dilay	Vice Chair, SC2	<a href="mailto:chris.dilay@navy.mil">chris.dilay@navy.mil</a>
Michael Duncanson	Secretary, SC2	<a href="mailto:michael.duncanson@amentum.com">michael.duncanson@amentum.com</a>
Dan Hoolihan	Chair, C63 <sup>®</sup>	<a href="mailto:danhoolihanemc@aol.com">danhoolihanemc@aol.com</a>
Bob Delisi	Chair, SC4	<a href="mailto:bob.delisi@ul.com">bob.delisi@ul.com</a>
Jason Coder	Chair, SC7	<a href="mailto:jason.coder@nist.gov">jason.coder@nist.gov</a>
Janet O'Neil	Member	<a href="mailto:j.n.oneil@ieee.org">j.n.oneil@ieee.org</a>
Harry Hodes	Guest	<a href="mailto:harry.h.hodes@nasa.gov">harry.h.hodes@nasa.gov</a>



## Attachment 2

# C63<sup>®</sup> Accredited Standards Committee C63<sup>®</sup>

## Electromagnetic Compatibility

### Subcommittee 2: E3 Terminology Definitions and Best Practices

---

**Chair: Marcus Shellman**      **Vice Chair: Chris Dilay**      **Secretary: Michael Duncanson**

March 09, 2021; 1:00 PM - 2:00 PM - EST

ANSI C63<sup>®</sup> WebEx

### Meeting Agenda

#### 1. Call to Order: Chair

1.1 Announcements: Chair's remarks

1.2 Meeting logistics announcements: Host

1.3 Acknowledgement: Don Heirman's passing

1.4 Introductions: Secretary – roll call (record attending members with their affiliations and guests separately below) **Report any roster errors to the ASC-C63<sup>®</sup> Secretary** (insert [SC2 membership roster](#) from the website as shown below)

### Subcommittee 2 Membership Roster

Name	Role in SC	Affiliation
Marcus Shellman	Chair Subcommittee 2	DoD-Joint Spectrum Center (JSC)
Chris Dilay	Vice Chair Subcommittee 2	Naval Information Warfare Center, Pacific
Michael Duncanson	Secretary Subcommittee 2	DoD-Joint Spectrum Center (JSC)
Dan Hoolihan	C63 <sup>®</sup> Chair	Hoolihan EMC Consulting
Zhong Chen	Chair Subcommittee 1	ETS - Lindgren
Ross Carlton	Chair Subcommittee 3	ETS - Lindgren
Bob DeLisi	Chair Subcommittee 4	Underwriters Laboratories
Ed Hare	Chair Subcommittee 5	ARRL
Randy Long	Chair Subcommittee 6	ANSI National Accreditation Board
Jason Coder	Chair Subcommittee 7	NIST
Stephen Berger	Chair Subcommittee 8	TEM Consulting
Janet O'Neil	Member	ETS - Lindgren

**Guests and Observers:** (non-voting)

**1.5 Quorum:** (50% of roster + 1) constitutes a quorum. (rounding down) (Example: 9 roster members / 2 = 4.5 + 1 = 5.5 (therefore 5 people are required for a quorum) **Was quorum achieved? (Yes/No)** If not, any actions taken are subject to confirmation

by electronic ballot or at a future meeting. (Quorum is not required for Working Group meetings)

**2. Approval of the Agenda: Secretary**

**2.1 Approval of the previous Minutes** - [Minutes of the previous meeting](#)

**2.2 Review of the [patent slides](#)**

**3. Review of [Subcommittee Membership](#) - Report any errors to the ASC-C63® Secretary**

**3.1 Review of Membership Guidelines: Secretary**

**Subcommittees:**

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a “yes” or “no” vote regarding the requirement to respond to email votes.

**Working Groups:**

For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or via web conference (when used)) their membership in that Working Group may be at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement.

**Member Attendance Log:**

Name	Role	11/28/2018	05/01/2019	11/19/2019	06/24/2020	09/29/2020	12/08/2020
<a href="#">Marcus Shellman</a>	SC2 Chair	X	X	X	X		X
<a href="#">Chris Dilay</a>	SC2 Vice-Chair	X	X	X	X	X	X
<a href="#">Michael Duncanson</a>	SC2 Secretary	X	X	X	X	X	X
<a href="#">Dan Hoolihan</a>	C63 Chair	X	X	X	X	X	X
<a href="#">Zhong Chen</a>	SC1 Chair	X		X			
<a href="#">Ross Carlton</a>	SC3 Vice-Chair	X	X	X			X
<a href="#">Bob DeLisi</a>	SC4 Chair	X		X	X	X	X
<a href="#">Ed Hare</a>	SC5 Chair	X	X	X	X	X	X
<a href="#">Randy Long</a>	SC6 Chair	X	X	X	X	X	X
<a href="#">Jason Coder</a>	SC7 Chair	X			X	X	X
<a href="#">Stephen Berger</a>	SC8 Chair	X					
<a href="#">Janet O'Neil</a>	Member	X	X	X	X		

**Any members at risk?** These members are at risk: (send letter to each member at risk)

**3.2 Consideration of new members? [Application for C63® Subcommittee Membership](#)**

#### 4. Display of the [Scope and Duties](#) (Approved at the June meeting)

##### **Scope: E3 Terminology, Definitions, and Best Practices**

Subcommittee 2 (SC2) is responsible for developing electromagnetic environmental effects (E3) terminology for C63® publications and harmonizing the use of E3 terms with U.S. military and international standardization bodies. SC2 is also responsible for developing guidelines and best practices for application of C63®, other commercial, and U.S. military E3 standards.

##### **Duties:**

- (1) ANSI C63.14, "American National Standard Dictionary of Electromagnetic Compatibility (EMC) including Electromagnetic Environmental Effects (E3) "
- (2) ANSI C63.28, "American National Standard Guide to Best Practice Methodologies, Processes, and Procedures for Electromagnetic Compatibility (EMC)."

##### **4.1 Election of Officers – No action required at this time.**

- **Marcus Shellman, SC2 Chairman (12/31/2020)**
- **Chris Dilay, SC2 Vice Chairman (12/31/2020)**
- **Michael Duncanson, SC2 Secretary (12/31/2020)**

**5. Working Group reports - Chair -** [More information about each standard](#) is available on the Standards Status Matrix page of the [C63® web site](#). This information will be reviewed for accuracy at each Subcommittee meeting.

**5.1 C63.14 – Definitions - Duncanson** (insert link to [WG report](#).) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary.

**Is this information correct? (Yes/No)** (repeat this verification for all Standards covered by this Subcommittee)

**5.2 C63.28 – Best Practices for Electromagnetic Compatibility - Dilay** (insert link to [WG report](#)) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary.

**Is this information correct? (Yes/No)** (repeat this verification for all Standards covered by this Subcommittee)

##### **5.3 ASC-C63® Subcommittees & EMC Standards Projects**

**SC1:** C63.2, C63.4, C63.5, C63.7, C63.22, C63.23, C63.25.1, C63.25.2

**SC2:** C63.14, C63.28

**SC3:** C63.12

**SC4:** C63.10, C63.26, C63.29, C63.30, C63.31

**SC5:** C63.9, C63.15, C63.16, C63.24

**SC6:** C63.8

**SC7:** C63.17, C63.27

**SC8:** C63.18, C63.19

## 6. Other Old Business: Chair

**6.1 Written reports** - Written reports of this Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using either the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). Prior to the Main Committee meeting, the [SC report](#) and [approved previous SC meeting minutes](#) shall be provided to the projectionist for showing on the screen at the Main meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63® [Newsletter editor](#).

**6.2 Coordination with SC2 for definitions** - Before any Working Group draft can be submitted to Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.

**6.3 Coordination with SC3 for harmonization** - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.

**7. New Business:** C63® Chair discussion of the committee's name change and accreditation process.

**8. C63.org website use and updates: Secretary** - We normally post documents to the [SC2 protected area](#). If any SC or WG needs help with this posting, a Technical Secretary is available to assist.

## 9. Review of the Action Items: Secretary

**9.1 Review of Action Items from this meeting: Secretary** - (read Action Items to Members, who must agree that they understand their meaning)

**9.2 Review of Action Items from previous meeting: Secretary** - (insert consolidated Action Item table from the previous meeting Minutes as shown below)

### Consolidated Action Items from previous Meetings of SC2

#	<u>ACTION ITEM</u>	<u>Disposition</u>
20191119-5	Mr. Dilay to reach out to Rohde & Schwarz ANSI C63® members for assistance in development of the C63.28 clause addressing “test instrumentation.”	03/09/2021
20200624-4	Mr. Duncanson to explore the placement of all IEEE / C63® definitions preparation criteria on the C63® website with the standards development support materials.	03/09/2021
20200929-3	Mr. Dilay to follow-up with Jerry Ramie about updates previously submitted for the update of the WG1 and WG2 areas of the C63® Website	03/09/2021

#	<u>ACTION ITEM</u>	<u>Disposition</u>
20200929-4	Mr. Duncanson to reach out to Lisa Perry, the IEEE Editor to determine the ballot status of C63.14.	03/09/2021
20200929-5	Mr. Dilay to reach out to SC8 to determine if C63.32 is a development project that should be listed in section 5.3 of the SC2 agenda.	03/09/2021
20200929-6	Mr. Duncanson to reach out to Jerry Ramie to determine update status of the status of C63 standards page on the C63 Website.	03/09/2021
20201208-1	Mr. Shellman to provide Jerry Ramie with the approved SC2 agenda from the 12/08/2020 meeting.	03/09/2021
20201208-2	Mr. Shellman to provide Jerry Ramie with SC2 membership list changes; to reinstate Stephen Berger as chair of SC8, add Ross Carlton, ETS Lindgren as Chair of SC3, and correct Randy Long's affiliation to be," ANSI National Accreditation Board."	03/09/2021
20201208-3	Mr. Shellman to notify to Zhong Chen, SC1 about the current deficient status of SC1 representation at SC2 meetings.	03/09/2021
20201208-4	Mr. Shellman to follow-up with Dan Hoolihan, Mike Duncanson, and the IEEE Editor on .14 ballot issues arising from recently required IEEE copyright release language.	03/09/2021

**9.3 Review Newsletter input:** The SC Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63<sup>®</sup> [Newsletter editor](#).

**10. Time and place of next meeting: Chair**

**11. Closing remarks and Adjournment: Chair**

\*\*\*\*\* End of Meeting  
\*\*\*\*\*

**Consolidated Action Items from today's Meeting of SC2**

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
20210309-1					

### Attachment 3

#### SC2 Membership List

Chairman – Marcus Shellman  
ASC C63<sup>®</sup> / SC2 Membership Roster

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL</b>
Mr. Marcus Shellman	Chair, SC2 (WG1/WG2)	<a href="mailto:marcus.shellman.civ@mail.mil">marcus.shellman.civ@mail.mil</a>
Mr. Chris Dilay	Vice Chair, SC2 (WG1/WG2)	<a href="mailto:chris.dilay@navy.mil">chris.dilay@navy.mil</a>
Mr. Michael Duncanson	Secretary, SC2 (WG1/WG2)	<a href="mailto:michael.duncanson@amentum.com">michael.duncanson@amentum.com</a>
Mr. Dan Hoolihan	Chair, C63 <sup>®</sup>	<a href="mailto:danhoolihanemc@aol.com">danhoolihanemc@aol.com</a>
Mr. Zhong Chen	Chair, SC1	<a href="mailto:zhong.chen@ets-lindgren.com">zhong.chen@ets-lindgren.com</a>
Mr. Ross Carlton	Chair, SC3	<a href="mailto:Ross.Carlton@ets-lindgren.com">Ross.Carlton@ets-lindgren.com</a>
Mr. Bob Delisi	Chair, SC4	<a href="mailto:bob.delisi@ul.com">bob.delisi@ul.com</a>
Mr. Ed Hare	Chair, SC5	<a href="mailto:W1RFI@arri.org">W1RFI@arri.org</a>
Mr. Randy Long	Chair, SC6	<a href="mailto:rlong@anab.org">rlong@anab.org</a>
Mr. Jason Coder	Chair, SC7	<a href="mailto:jason.coder@nist.gov">jason.coder@nist.gov</a>
Mr. Stephen Berger	Chair, SC8	<a href="mailto:stephen.berger@ieee.org">stephen.berger@ieee.org</a>
Ms. Janet O'Neil	Member	<a href="mailto:j.n.oneil@ieee.org">j.n.oneil@ieee.org</a>